

## IV-VE VENDOR EDIT TABLE

The primary purpose of the Vendor Edit (VE) Table is to provide vendor-related information for accounting transactions, especially claim schedule, remittance advice and reportable payments (Federal Form 1099) processes.

### STRUCTURE

The VE Table is divided into two segments: the control key and informational elements. The control key identifies each vendor by Organization Code, Vendor Number and Suffix. The Organization Code is based on the user signon. The Vendor Number identifies the vendor in a transaction. The Suffix is used to identify multiple records for the same vendor, such as additional mailing addresses.

The informational elements segment includes the vendor name, address, vendor related information, and various edit and processing indicators. A thirty-character, optional Sort Sequence field is also included.

### RELATIONSHIP TO OTHER TABLES

During update of the VE Table, the Organization Code in the control key is validated against the Statewide Organization Table (Descriptor Table D01). No other table related editing occurs.

### INPUT CODING

A listing of the fields contained on the VE Table (entry) screen and/or the reports is shown in Exhibit IV-VE-1. It includes explanations of the fields as well as coding instructions for data entry.

Data entered on the VE Table screen may be keyed either from the VE Table Entry form (CALSTARS 14) or directly from a Payee Data Record (Std. 204 Form). Agencies must receive a Payee Data Record from a vendor prior to processing payment. The Payee Data Record form is available on the Internet at <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>. The VE Table Entry form, shown in Exhibit IV-VE-2, is similar to the VE Table screen in format. It is available at <http://www.dof.ca.gov/html/calstars/calsdocs/manual/forms/form014.doc>.

All VE Table maintenance must be recorded on the Table Maintenance Log (CALSTARS 20), as described in the *Table Maintenance Log* section of Chapter IV.

## VENDOR EDIT SCREEN

The following screen is displayed when **I.11** is keyed on the Command line on the CALSTARS Main Menu screen or when **11** is selected on the **I: Table Maintenance/Inquiry** screen:

```

9999 I.11: Vendor Edit - Vendor/S Order                      99-99-9999 99:99 AM

FUNCTION: _ (A=Add, C=Change, D=Delete, N=Next, V=View, W=Print Rec)
          (P=Print Table, R=Recall Maint/Print)

VENDOR/S> _____ ACTIVE/INACTIVE> _ PURGE> _
NAME> _____ SORT SEQ: _____
TAX NAME FOR 1099: _____ NAME CONTROL: _____

ADDRESS 1: _____
ADDRESS 2: _____
ADDRESS 3: _____ MAILING ADDRESS LINE NBR: _
CITY: _____ STATE> _ ZIP: _____ FOREIGN COUNTRY: _____

VENDOR TYPE> _ FEIN: _____ OR SSN: _____ CA RESIDENT> _
FED WITHHOLD> _ ST WITHHOLD: _ MINORITY BUSINESS: _ SMALL BUSINESS: _

CONTACT NAME: _____ PHONE: _____

CREATED DATE: _____ LP DATE: _____ LAST USED DATE: _____
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit      List Dfalt Bkwrđ Frwrđ Clear      Main

```

All VE Table maintenance (Add, Change, Delete, Next, View, Print Record, Print Table, and Recall Maint/Print) may be performed from the VE Table screen.

## VENDOR EDIT LIST SCREEN

The Vendor Edit List screen is displayed when the **F5=List** key on the Vendor Edit Table screen is pressed. Most table maintenance (Change, Delete, View, Print Record, Print Table, and Recall Maint/Print) may be initiated from the VE List screen. The VE list is displayed in Vendor Number/Suffix order. If the Vendor Edit Table screen is blank when F5 is pressed, the VE list will begin with the first sequential record for the agency. Because letters are selected before numbers in the sort process, 'AAAAAAAAAA-nn' will be the first vendor record on the VE list.

The VE List screen may be used to select VE records for maintenance or review. Since its purpose is record selection, not all fields are displayed. An example is displayed below.

```

9999 Vendor Edit List - Vendor/S Order: Screen 1          99-99-9999 99:99 PM
                                                    MORE=>
Function:  _ (P=Print Table)                Go To Vendor/S:  _____
          (R=Recall Maint/Print)            Go To Sort Seq:  _____

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F   VENDOR/S      SORT SEQ      VENDOR NAME      CITY      ST
-   - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA
_ 9999999999 99 AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAA AA

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--
      Help  Retrn Quit                      Bkwrd Frwrd Clear Left  Right Main

```

Vendor records may be viewed on the Vendor Edit List screen in either Vendor Number order or in Sort Sequence order. The sort order may be changed between Vendor Number/Suffix and Sort Sequence from the VE List screen. To change the sort of the vendor records, complete the "Go To Vendor/S" or "Go To Sort Seq" field at the upper-right corner of the screen. The requested record is the first record shown on the screen. If the record does not exist, the next sequential number (vendor number or sort sequence) is shown as the first record. The sort order is retained when returning to the VE Table screen.

Depending on the sort order chosen, one of the two title bars will display at the top of the VE List screen:

9999 Vendor Edit List - Vendor/S Order: Screen 1	99-99-9999 99:99 AM
9999 Vendor Edit List - Sort Seq Order: Screen 1	99-99-9999 99:99 AM

Because not all VE record information can be displayed on one screen at the same time, the VE List screen is split between the following two screens:

- ★ VE List – Screen 1 - displays the Vendor Number/ Suffix, Sort Sequence, Vendor Name, City, and State.
- ★ VE List – Screen 2 - displays the Vendor Number/Suffix OR Sort Sequence, the address lines (2), the Vendor Type, and the Active/Inactive indicator. Screen 2 has two screen format options. The format displayed is determined by the sort order selected. If the list is displayed in Vendor Number/Suffix order, Vendor/S is displayed in the first column and the Sort Sequence is not present.

If the list is displayed in Sort Sequence order, Sort Sequence is displayed in the first column and the Vendor/S is not present. The following examples of Screen 2 display the sort options.

```

9999 Vendor Edit List - Vendor/S Order: Screen 2          99-99-9999 99:99 PM
                                                    <=MORE

Function: _ (P=Print Table)                                Go To Vendor/S:_____
            (R=Recall Maint/Print)                        Go To Sort Seq:_____

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)

F   VENDOR/S      ADDRESS - LINE 1      ADDRESS - LINE 2      TP A/I
_   -----
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A
_   9999999999 99 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA A  A

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF12---
      Help Retrn Quit           Bkwrdr Frwrd Clear Left Right Main

```

[illegible]

Refer to the following *Table Maintenance Functions* and *Function (F) Keys* sections to learn how to perform maintenance using the functions and function keys.

Refer to the *Using the F Action Column* section to learn how the **F** action column may be used for selecting multiple records for maintenance transactions, rather than selecting one record at a time from the VE Table screen.

## TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

### A=Add

To **Add** a VE record, key the letter **A** in the Function field and the appropriate values in the table control key and informational data element fields. A field may be left blank if not required. The **TAB** keys move the cursor from field to field through the screen. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the VE file. A new screen displays with blank data fields, and a message confirming that the Vendor Table Record was added successfully displays at the bottom of the screen.

### C= Change

To **Change** a record, the VE record must first be displayed (viewed) on the screen. A change may be made from either the VE Edit Table screen or the VE Edit List screen.

To change a VE record from the Vendor Edit Table screen, first view the record by either:

- (1) Scrolling through the records using the **F7** and **F8** keys, or
- (2) Keying a **V** in the Function field, the Vendor Number in the Vendor/S field, and pressing **Enter**.

When the desired record is displayed on the screen, key a **C** in the function field. Key over the fields that need changing, and press **Enter**. To blank out (delete) information from a field, use the delete key or the space bar. Dollar signs are no longer used in Change transactions to blank out a field on the VE Table screen.

To change a VE record from the Vendor Edit List screen, key a **C** in the F column to the left of the desired record, press **Enter**, and proceed as described above.

When a change is made and **Enter** is pressed, the VE record is displayed with the changes. A message confirming that the Vendor Table Record was modified successfully displays at the bottom of the screen.

The entire record must be displayed before **C**hanges may be made.

**Note:** Changes cannot be made to the control key field(s).

### D=Delete

To **Delete** a VE record, key a **D** in the Function field, the Vendor Number/Suffix in the Vendor/S field, and press **Enter**. The VE record and the VE Delete Table record confirmation pop-up screen is displayed. The VE Delete Table record pop-up screen is shown below.

```

9990 I.11: Vendor Edit - Vendor/S Order                      99-99-9999 99:99 AM

FUNCTION: D  (A=Add, C=Change, D=Delete, N=Next, V=View, W=Print Rec)
              (P=Print Table, R=Recall Maint/Print)

VENDOR/S> 111111111 44    ACTIVE/INACTIVE>    PURGE>
NAME> PARALLEL TESTING          SORT SEQ:
TAX NAME FOR 1099:                                NAME CONTROL:

ADDRESS 1: 517 B STREET
ADDRESS 2:
ADDRESS 3:                                MAILING ADDRESS LINE NBR:
CITY: SACRAMENTO          STATE> CA ZIP: 13347    FOREIGN COUNTRY:

VENDOR TYPE> C    FEIN:                OR SSN:                CA RESIDENT> Y
FED WITHHOLD> 0  ST WITHHOLD: 0  MINORITY BUSINESS:    SMALL BUSINESS:

      A C T I O N    C O N F I R M A T I O N

      Delete Vendor Table record

      Press PF4 to confirm; PF2 to cancel
  
```

If **F4** is selected, the VE record is deleted immediately. A message confirming that the VE Table Record was successfully purged displays at the bottom of the screen.

**Note:** A **Delete** cannot be performed for records that have a Vendor Type of C, E, I, or P and the record has a 'Last Used' date. These vendor records can only be deleted through the annual purge process (See *VE Table Automated Purge Process* section).

### N=Next

**Next** performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

### V=View

To **View** a VE record, key a **V** in the Function field, the Vendor Number in the Vendor/S field, and press **Enter**.

### W=Print Rec

To print a VE record, key a **W** in the Function field and press **Enter**. This function prints **only** the single record displayed on the screen. A report file (one record) is automatically generated and ROPED to the same Printer ID, Report Class, and Report ID (queue) assigned for the VE Table Listing. (Note that when the **P=Print Table** function is used, a report file and/or printed list of **all** records in the VE Table is generated.)

### P=Print Table

To display the print table options, key a **P** in the function field and press **Enter**. When **P** is entered, the VE Table Print/Report File Selection pop-up screen is displayed as shown below.

```

9990 I.11: Vendor Edit - Vendor/S Order                      99-99-9999 99:99 AM
FUNCTION: P  (A=Add, C=Change, D=Delete, N=Next, V=View, W=Print Rec)

Print/Report File Selection
Vendor Edit (VE) Table

___ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI930-2.TBL-VE.IQ.D2040519.T1035453
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI930-2.TBL-VE.IQ.D2040519.T1035453
  O=Printer Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

Press ENTER to submit request; F2 to Cancel

```

Key one of the following 3 options in the Destination field on the pop-up screen and press **Enter**.

**F** - Generates an electronic report file (immediately)

**P** – Generates an electronic report file (immediately) **and** also ROPES the report to an agency printer

**O** – ROPES a report file to an agency printer after overnight processing is complete (includes current day's table maintenance)

The reports are ROPED to the queue and class designated on the Report/File Selection screen. These designations are maintained by CALSTARS staff. An example of a VE Table Listing (CSB930-2) is shown in Exhibit IV-VE-4.

The electronic file may be accessed like all other electronic files. Refer to Volume 6, Chapter II, for additional information.

### R=Recall Maint/Print

To **Recall** (cancel) overnight VE Table Print maintenance before it is executed, key an **R** in the function field and press **Enter**. When Enter is pressed, the VE Table Recall Overnight Maintenance/Print Request pop-up screen displays. An example of the screen is shown below.

9990 I.11: Vendor Edit - Vendor/S Order 99-99-9999 99:99

Recall Overnight Maintenance/Print Request  
Vendor Edit (VE) Table

Enter 'Y' to delete request(s):

\_ Remove the request to Print the Table  
\*\*\* End of Data \*\*\*

Press Enter to remove the request(s), or press PF2 to cancel

To cancel the overnight print maintenance, key a **Y** in the field to the left of 'Remove the request to Print the Table' and press **Enter**.

### FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the VE Table screens:

**F1=Help**—The following two types of online help is available:

- ❖ Text information provides additional information about a screen and its functions.
- ❖ Table look-up assistance displays a list of table values associated with a field. Fields that have table look-up assistance are displayed with a ">" (greater than) sign behind the field label.

When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. For example, if the cursor is placed on any space in the Vendor/S field and



F1 is selected, the Vendor Information Search by Vendor/S or Name pop-up screen is displayed. An example of the screen is shown below.

```

9990 I.11: Vendor Edit - Vendor/S Order                                06-25-2004 10:35 A

Vendor Information Search by Vendor/S or Name                        MORE=>

Vendor/S: _____ or Name: _____

VENDOR/S      VENDOR NAME      ADDRESS - LINE 1
-----
9999999999.99  AAAAAAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAAAAAA
9999999999.99  AAAAAAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAAAAAA
9999999999.99  AAAAAAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAAAAAA
9999999999.99  AAAAAAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAAAAAA
9999999999.99  AAAAAAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAAAAAA
9999999999.99  AAAAAAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAAAAAA
9999999999.99  AAAAAAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAAAAAA
9999999999.99  AAAAAAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAAAAAA
9999999999.99  AAAAAAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAAAAAA
9999999999.99  AAAAAAAAAAAAAAAAAAAAAAAAAA  AAAAAAAAAAAAAAAAAAAAAAAAAA

To select desired vendor#, place cursor on that row and ENTER
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF1
Retrn                               Bkwrđ Frwrđ           Left Right

```

To use the search feature on the pop-up screen, enter at least one character in the first space of either the Vendor/S or Name fields and press **Enter**.

To view additional vendor records, use the **F7=Bkwrđ** and **F8=Frwrđ** keys to scroll the table. To select the vendor record once it is located, place the cursor anywhere on the row of that vendor and press **Enter**.

**NOTE:** When table look-up assistance is used with the Vendor/S or Name fields, the entire vendor record is displayed when a selection is made.

**F2=Retrn** (Return) or **Next**—The following two functions are available for the **F2** key.

**Retrn**—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

**Next**—When more than one record is selected for action from the VE List screen and **Enter** is pressed, the first VE record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next VE record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**.

**F3=Quit**—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is executed. All data entered on the screen, but not accepted for processing, is lost.

**F5=List**—Displays the VE List screen.

**F6=Dfalt** (Default)—Locks and unlocks fields for data entry. This prevents the contents of fields from being changed. This function is useful when multiple records are added and some of the records have identical values in the same fields. If the screen is cleared using an **F9**, the locked field retains its value.

**F7=Bkwrđ** (Backward)—Go to the previous record (page of records) in the screen's sort sequence.

**F8=Frwrđ** (Forward)—Go to the next record (page of records) within the screen's sort sequence.

**F9=Clear**—Erases all keyed fields except any fields locked by **F6=Dfalt**.

**F10=Left** —Go to the left to display additional record information.

**F11=Right**—Go to the right to display additional record information.

**F12=Main**—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

## USING THE F ACTION COLUMN

Most table maintenance (Change, Delete, View, Print Record, Print Table, and Recall Maint/Print) may be initiated from the VE List screen. The functions work the same from both screens.

To select a record(s) for maintenance, enter the appropriate function in the **F** (Function) column to the left of the vendor record. Multiple records may be selected for action using the **F** column before pressing **Enter**.

When multiple records are selected and **Enter** is pressed, the first record retrieved is displayed on the VE Table screen with the **F** column value inserted in the Function field. All records are displayed in ascending order with their corresponding value in the Function field. As stated previously, the **F2** key is used to go to the next record.

Once F column functions are selected and **Enter** is pressed, all maintenance must be completed or cancelled (by pressing **F2** Next) before the VE List screen may be accessed or the **F7-Bkwrđ** or **F8-Frwrđ** keys may be used to browse through additional records.

## VE TABLE AUTOMATED PURGE PROCESS

If a VE Table record has a vendor type of C, E, I and P and the record has a 'Last Used' date, it cannot be deleted through table maintenance. It may only be deleted during the automated purge process. This prevents a VE record used for potentially reportable payments from being inadvertently deleted prior to the creation of the Form 1099 in December.

The Purge Indicator controls the VE Table automated purge process. This indicator allows agencies to establish the length of time a VE Table record is maintained before it is purged. Each year in late December, CALSTARS purges VE Table records after creation of the Federal Form 1099s. The specific date is announced on the CALSTARS News.

Records with a Purge Indicator of 1 are purged during the next annual purge process. Records with a Purge Indicator between 2 and 6 are subject to purge, if (1) the 'Last Used' date is blank and the 'Changed' date is outside the time frame specified by the purge indicator; or (2) the 'Last Used' date is outside the time frame specified by the purge indicator. When VE records are identified as subject to purge, the system searches the Document File for records with those vendor numbers. If the vendor number is found on a Document File record, the record is not purged. If the vendor number is not in the Document File, the VE Table record is purged.

## VE TABLE REPORTS

The following reports are system generated:

- ✧ Vendor Edit (VE) Table Activity Report (CSB930-1) - This report displays all transactions successfully entered on-line during the work day. It is produced during overnight processing whenever on-line table maintenance has been entered. The report is displayed in Exhibit IV-VE-3.
- ✧ Vendor Edit (VE) Table Upload Activity Report (CSB930-4) – This report displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is shown in Exhibit IV-VE-5.

The following reports are produced upon agency request:

- ✧ Vendor Edit (VE) Table Listing Report (CSB930-2) - This report is produced when function **P=Print Table** or **W=Print Rec** (1 record only) is entered on the VE screen. The report lists all vendors in Vendor Number order. The report is displayed in Exhibit IV-VE-4. For more sort options or to limit the vendor listing to certain Vendor Types, an X01 may be ordered.
- ✧ X01, Alphabetic List of Vendor Edit Table – This report may be ordered from the **G.3 Request Standard Reports** screen. The report is a Vendor Number listing that is sorted by Vendor Type and sort sequence or by sort sequence only.

- ✧ X02, Vendor Edit Table By Vendor Number – This report may be ordered from the **G.3** Request Standard Reports screen. The report is a vendor number listing that is sorted by Vendor type and Vendor Number or by Vendor number only. The **P** Report Period option allows agencies to limit the report to certain Vendor Types or groups of Vendor Types.
- ✧ X03, Listing of FEIN-SSNs with Multiple Vendor Numbers - This report may be ordered from the **G.3** Request Standard Reports screen. The report is an exception analysis report that helps agencies identify Federal Employee Identification Number/Social Security Numbers listed under more than one vendor number. A "null" report is produced when no records meet the selection criteria.

For more information and samples of the X01, X02 and X03 reports, refer to Volume 6, Chapter III-X, Vendor Edit Table Reporting.

## CONTROL

The VE Table Activity Report (CSB930-1) and the VE Table Upload Report (CSB930-4) should be proofread to ensure that all changes and additions are made correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT IV-VE-1  
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<b>Control Key:</b>		
ORGANIZATION CODE (ORG CODE)	4	The <b>Organization Code</b> is automatically set based on the signon used. It cannot be altered.
VENDOR NUMBER & SUFFIX (VENDOR/S)	10+2	<p><b>Enter the Vendor Number and Suffix.</b></p> <p>The following vendor numbers are reserved and must be established by each agency:</p> <p><b>AAAAAAAAAA-00 Prints the agency's Name, Address, City, State, Zip Code, and Phone Number</b> on the remittance advice and on the Form 1099. The required Phone Number is for vendor questions on remittance advice and Form 1099 data.</p> <p><b>AAAAAAAAAA-10 Prints the Accounting Officer's Name, Title, and City</b> where executed ('Title' is entered on ADDRESS1) for the Certification for Year-end reports.</p> <p><b>AAAAAAAAAA-20 Prints the Head of Agency's Name, Title and City</b> where executed ('Title' is entered on ADDRESS1) for the Certification for the Year-end CSTARB06 report.</p> <p><b>AAAAAAAAAA-70-79 Prints the agency's bank account number</b> on claim schedule face sheet for ORF replenishment claims.</p> <p>Enter the vendor name exactly as shown below:</p> <p style="text-align: center;">AGENCY CHECKING ACCT NBR: XXX</p> <p>XXX is the agency's bank account number.</p> <p>Establish a different vendor suffix in the AAAAAAAAAA 70-79 range for each bank account.</p> <p><b>AAAAAAAAAA-90 Prints the agency's Name and address data on the report distribution flagsheets.</b> Use the following format:</p> <p>NAME: Office Name</p> <p>ADDRESS 1: Organization Name</p> <p>ADDRESS 2: Delivery address</p> <p>ADDRESS 3: (if needed)</p> <p>CITY, STATE, ZIP: (As shown)</p> <p>CONTACT NAME: Person receiving reports. "US MAIL" if reports to be mailed.</p> <p>PHONE: Contact person's area code and phone number or 'CNET' and number).</p> <p><b>NOTE:</b> All vendor-number <b>AAAAAAAAAA</b> records must use Vendor Type 3.</p>

EXHIBIT IV-VE-1 (CONTINUED)  
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<b><u>Informational Elements:</u></b>		
ACTIVE/INACTIVE	1	<p><b>Enter the code to specify whether the Vendor is active or inactive:</b></p> <p><b>0 - Active</b> - transactions referencing this VE Table record will post after passing the normal edits.</p> <p><b>1 - Inactive</b> - transactions referencing this VE Table record will <u>not</u> post unless the Modifier = I (Ignore) in the transaction (to override an inactive table).</p>
PURGE	1	<p><b>Enter the purge process indicator:</b></p> <p><b>1</b> - Purge on next purge process.  <b>2</b> - Purge if not used during last year.  <b>3</b> - Purge if not used during last 2 years.  <b>4</b> - Purge if not used during last 3 years.  <b>5</b> - Purge if not used during last 4 years.  <b>6</b> - Purge if not used during last 5 years.  <b>9</b> - Do not purge.</p> <p><b>NOTE:</b> The purge process will not purge vendor records when the vendor number is present on any Document File records.</p>
NAME	30	<b>Enter the Vendor Name as it is used for payee or payor;</b> e.g., company name, DBA, etc.
SORT SEQUENCE (SORT SEQ)	30	<i>(Optional)</i> <b>Enter up to thirty positions of the Vendor's name</b> , or use another sorting convention. This field determines the sequence of vendors on the CSTARX01 Report ,and is a "Go To" and sorting option on the VE List screen
TAX NAME FOR 1099	40	<p><i>(Optional)</i> <b>Enter up to forty positions of the owner's (NOT BUSINESS) name</b> as found on Form 204. For Vendor Type I, if the OWNER'S name is NOT in the Vendor Name field, it MUST be entered in this field.</p> <p><b>NOTE:</b> Having the owner's name in this field or in the Vendor Name field will avoid Tax ID/Name mismatch notices from the IRS.</p>
NAME CONTROL	4	<p><b>Enter the first four characters of Vendor's Last Name for Vendor Type I</b> ("OWNER" on the Std Form 204). Not allowed for all other Types.</p> <p><b>NOTE:</b> Having the first four characters of the owner's name in this field will avoid Tax ID/Name mismatch notices from the IRS.</p>
ADDRESS 1	30	<p><b>Enter Line 1 of Vendor Address.</b></p> <p><b>NOTE:</b> For Type 1: Employee--Address 1, City, State and ZIP are optional.</p>
ADDRESS 2	30	<i>(Optional)</i> <b>Enter Line 2 of Vendor Address.</b>
ADDRESS 3	30	<i>(Optional)</i> <b>Enter Line 3 of Vendor Address.</b> Must be blank if ADDRESS 2 is blank.
MAILING ADDRESS LINE NUMBER (NBR)	1	<b>Enter the number of address line that contains the street address or the PO Box.</b> Required if more than one address line is used.

EXHIBIT IV-VE-1 (CONTINUED)  
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
CITY	15	<b>Enter the Vendor City.</b> See Note under Foreign Country below.
STATE	2	<b>Enter the Vendor State or territory abbreviation.</b> See Note under Foreign Country below.
ZIP	5 or 5+4	<b>Enter the Vendor Zip Code.</b> Zip Code must be numeric, but not 00000. Positions 6-9 may be blank or must be numeric, but not 0000. See Note under Foreign Country below.
FOREIGN COUNTRY	12	<i>(Optional)</i> <b>Enter the Foreign Country.</b> <u>DO NOT ENTER</u> U.S., US, USA or US Territories such as Guam or Puerto Rico that have state abbreviations.  <b>NOTE:</b> If a Foreign Country is entered, the City, State, Zip and Foreign Country fields become free form, formatted as a continuous field. Spaces and punctuation must be entered. Any combination of alpha, numeric, special characters or blanks is allowed.
VENDOR TYPE	1	<b>Enter the Vendor Type from Std Form 204:</b>  <b>C</b> - Corporation (all types of corporations); <b>I</b> - Individual or Sole Proprietor; <b>P</b> - Partnership; <b>E</b> - Estate or trust; <b>1</b> - Employee; <b>2</b> - Federal Agency; <b>3</b> - State Agency (Including <b>AAAAAAAAAA</b> vendor numbers); <b>4</b> - Local Government; and <b>5</b> - Other Governmental Entities.
FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)	2+7	<b>Enter the Federal Employer Identification Number</b> (Required for Types <b>C, E, P</b> and Vendor Number <b>AAAAAAAAAA-00</b> ; not allowed for all others.)
SOCIAL SECURITY NUMBER (SSN)	3+2+4	<b>Enter the Social Security Number</b> (Required for Vendor Type <b>I</b> , optional for Vendor Type <b>1</b> [one]; not allowed for all others.)
CALIFORNIA RESIDENT (CA RESIDENT) (CA RES)	1	<b>Enter the residency status from Std Form 204; Box 5-Vendor Residency Status:</b>  <b>Y</b> - Vendor is a California resident  <b>N</b> - Vendor is a <u>non</u> -resident  (Required for Vendor Types <b>C, I, P</b> and <b>E</b> .)

EXHIBIT IV-VE-1 (CONTINUED)  
VENDOR EDIT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
FEDERAL WITHHOLDING: (FED WITHHOLD) (FED W)	1	<b>Enter the Federal Withholding value:</b>  <b>0</b> - Not subject to Federal Backup Withholding. <b>1</b> - Subject to Federal Backup Withholding. See IRS rules and State government requirements before using this code.
STATE WITHHOLDING: (ST WITHHOLD) (ST W)	1	<b>Enter the State Withholding value based on the Std Form 204; Box 5- Vendor Residency Status:</b>  <b>0</b> - If California Resident Box is checked (California Withholding <u>not required</u> ). <b>1</b> - If Non-Resident Box is checked and neither of the lower level boxes is checked (California Withholding <u>is required</u> ). <b>0</b> - If Non-Resident Box is checked and either of the lower level boxes is checked (California Withholding <u>not required</u> ).
MINORITY BUSINESS (M BUS)	1	(Optional) <b>Enter Minority Business Indicator code.</b> Use agency-specific codes or Department of General Services (DGS) recommended codes.
SMALL BUSINESS (S BUS)	1	(Optional) <b>Enter Small Business Indicator code.</b> Use agency-specific codes or Department of General Services (DGS) recommended codes.  <b>NOTE:</b> The Minority Business and Small Business indicators are used on the H12 Report - Minority/Small Business Transaction Analysis - to help agencies produce data for periodic reports required by DGS.
CONTACT NAME	40	(Optional) <b>Enter the name of the Vendor Contact,</b> or use this space to record notes about this vendor record. (This will not print on the remittance advice or Form 1099.)
PHONE	3+3+4	(Optional) <b>Enter the Vendor Area Code and Telephone Number.</b> <b>REQUIRED for Vendor Number AAAAAAAAAA-00</b> (this will print on Remittance Advice and Form 1099 for vendors to contact the agency with questions). DO NOT USE PARENTHESIS OR DASHES IN THIS FIELD.
CREATED DATE	2+2+4	The Created Date is the date the record was created. If blank, the record was created prior to the addition of the 'Created Date' field.
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance.
LAST USED DATE	2+2+4	The Last Used Date is the last date the record was accessed by CALSTARS to validate an accounting transaction. If blank, the record has not been used on an accounting transaction.
THE FIELDS BELOW ARE ONLY DISPLAYED ON THE REPORTS.		
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.



## EXHIBIT IV-VE-2

<b>CALSTARS 14</b> (revised 10-07-2004)	<b>VENDOR EDIT TABLE ENTRY FORM</b>	ORG: _____
PREPARED BY: _____	DATE: _____	ENTERED BY: _____
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <b>FUNCTION</b> <input type="checkbox"/> (A=Add, C=Change, D=Delete, N=Next, V= View, W=Print Record)          (P=Print Table, R=Recall Maint/Print)       </div> <div style="width: 35%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <b>VENDOR/S</b> <input style="width: 100%;" type="text"/>  <b>NAME</b> <input style="width: 100%;" type="text"/> </div> <div style="width: 30%;"> <b>ACTIVE/INACTIVE</b> <input type="checkbox"/> </div> <div style="width: 30%;"> <b>PURGE</b> <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> <b>TAX NAME FOR 1099</b> <input style="width: 100%;" type="text"/> </div> <div style="width: 35%;"> <b>NAME CONTROL</b> <input style="width: 100%;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <b>ADDRESS 1</b> <input style="width: 100%;" type="text"/>  <b>ADDRESS 2</b> <input style="width: 100%;" type="text"/>  <b>ADDRESS 3</b> <input style="width: 100%;" type="text"/> </div> <div style="width: 35%;"> <b>MAILING ADDRESS LINE NBR</b> <input style="width: 100%;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> <b>CITY</b> <input style="width: 100%;" type="text"/> </div> <div style="width: 15%;"> <b>STATE</b> <input style="width: 100%;" type="text"/> </div> <div style="width: 15%;"> <b>ZIP</b> <input style="width: 100%;" type="text"/> </div> <div style="width: 40%;"> <b>FOREIGN COUNTRY</b> <input style="width: 100%;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <b>VENDOR TYPE</b> <input type="checkbox"/> </div> <div style="width: 30%;"> <b>FEIN</b> <input style="width: 100%;" type="text"/> </div> <div style="width: 30%;"> <b>OR SSN</b> <input style="width: 100%;" type="text"/> </div> <div style="width: 10%;"> <b>CA RESIDENT</b> <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 20%;"> <b>FEDERAL WITHHOLDING</b> <input type="checkbox"/> </div> <div style="width: 20%;"> <b>STATE WITHHOLDING</b> <input type="checkbox"/> </div> <div style="width: 20%;"> <b>MINORITY BUSINESS</b> <input type="checkbox"/> </div> <div style="width: 40%;"> <b>SMALL BUSINESS</b> <input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <b>CONTACT NAME</b> <input style="width: 100%;" type="text"/> </div> <div style="width: 35%;"> <b>PHONE</b> <input style="width: 100%;" type="text"/> </div> </div> <div style="margin-top: 20px;"> <b>REPORT DESTINATION IF P=PRINT TABLE FUNCTION SELECTED</b> <input type="checkbox"/> (F=Report File only, P=Printer Output and Report File, O=Overnight Printer Output)       </div>		

## EXHIBIT IV-VE-3

CSB930-1 *****				DEPARTMENT OF AIR QUALITY				*****				ORG NUMBER: 9990			
CALSTARS				VENDOR EDIT (VE) TABLE ACTIVITY				REPORT				ORG PAGE: 1			
03/25/2004 (18:03) *****												RUN PAGE: 7			
VENDOR/S	TRANS DATE	TRANS TIME	USERID												
-----	-----	-----	-----												
F	NAME		SORT SEQUENCE		ACTIVE/INACTIVE		PURGE								
-	-----		-----		-		-								
	TAX NAME FOR 1099		NAME CONTROL												
	-----		-----												
	ADDRESS 1		ADDRESS 2		ADDRESS 3			MAIL ADDRESS LINE							
	-----		-----		-----			-----							
	CITY	STATE	ZIP	FOREIGN COUNTRY	VENDOR TYPE	FEIN/SSN	CA RES	FED W	ST W	M BUS	S BUS				
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----			
	CONTACT NAME			PHONE											
	-----			-----											
0000001234 00	03-25-2004	02:40.35 PM	CSAQABC												
D	CITY OF HOPE NATIONAL MED CNTR			SOCIETY FOR HOPE AND CARE			0	9							
	LAB SERVICES			ATTN: JOHN DOE			1500 W. DUARTE STREET			3					
	DUARTE	CA	91220-3000	4											
	008	818-333-3333													
0000004567 00	03-25-2004	09:23.50 AM	CSAQABC												
A	CA ORS/STATE ARCHITECT			CA/ARCHITECT/REGULATION SVCS.			0	1							
	1300 I STREET, 7TH FLOOR			3											
	SACRAMENTO	CA	95814-												
0000004568 00	03-25-2004	10:24.20 AM	CSAQZYX												
A	SOFTWARE SPECTRUM			SOFTWARE SPECTRUM			0	3							
	P.O. BOX 910866			C											
	DALLAS	TX	75391-0866			12-3456789	N	0	0						
	800-111-1111														
0000030859 00	03-25-2004	04:24.20 PM	CSAQABC												
C	ROSE BOWL CONSTRUCTION														
	26 W. PASADENA AVENUE														
	PASADENA	CA	91103-												
0000030860 00	03-25-2004	03:26.32 PM	CSAQABC												
D	CIVIL WAR MEMORIES						0	2							
	2110 GRANT AVENUE			P											
	HARPERS FERRY	CA	90090-			98-7654321	Y	0	0						

## EXHIBIT IV-VE-4

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CSB930-2 *****
                                CALSTARS
03/26/2004 (17:59) *****
VENDOR/S      F      NAME      SORT SEQUENCE      ACTIVE/INACTIVE      PURGE
-----
                                TAX NAME FOR 1099      NAME CONTROL
                                -----
                                ADDRESS 1      ADDRESS 2      ADDRESS 3      MAIL ADDRESS LINE
                                -----
                                CITY      STATE      ZIP      FOREIGN COUNTRY      VENDOR TYPE      FEIN/SSN      CA RES      FED W      ST W      M BUS      S BUS
                                -----
                                CONTACT NAME      PHONE      CREATED DATE      LP DATE      LAST USED DATE
                                -----
AAAAAAAAAA 20  JOHN DOE      AAAAAAAAA20      0      2
DEPUTY DIRECTOR
SACRAMENTO      CA      95814-      3
                                07-15-1998      07-15-2003
AAAAAAAAAA 90  ACCOUNTING OFFICE      AAAAAAAAA90      0      2
DEPT OF AIR QUALITY      990 X STREET, SUITE 1110
SACRAMENTO      CA      95814-      3
                                11-20-1998      11-20-2003
0000122234 00  JOHN DOE      916-445-9999
ADOBE CUSTOMERFIRST MEMBER SER ADOBECUTS0
2000 SECOND AVENUE, STE 2200
SEATTLE      WA      98104-2046      C      77-0019677      N      0      0
                                01-30-1998      01-29-2004
0000122678 00  AIRTOUCH CELLULAR      AIRTOUCH
P.O. BOX 7304      ACCOUNTS RECEIVABLE
SAN FRANCISCO      CA      94120-7304      P      35-4921823      Y      0      0
                                03-25-1998      03-25-2004
0000034596 00  TIME CLOCKS OF AMERICA      TIME CLOCKS OF AMERICA
JOHN DOE
1103 BROWN STONE ROAD
RANCHO CORDOVA      CA      95670-      I      999-99-9999      Y      0      0

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## EXHIBIT IV-VE-5

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CSB930-4 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS      VENDOR EDIT (VE) TABLE UPLOAD ACTIVITY
03/25/2004 (18:03) *****
                                REPORT
VENDOR/S      F      NAME      SORT SEQUENCE      ACTIVE/INACTIVE      PURGE
-----
TAX NAME FOR 1099      NAME CONTROL
-----
ADDRESS 1      ADDRESS 2      ADDRESS 3      MAIL ADDRESS LINE
-----
CITY      STATE      ZIP      FOREIGN COUNTRY      VENDOR TYPE      FEIN/SSN      CA RES      FED W      ST W      M BUS      S BUS
-----
CONTACT NAME      PHONE      FEIN/SSN IND      ERROR CODES
-----
0000001234 00 D
0000030860 00 D CITY OF HOPE NATIONAL MED CNTR SOCIETY FOR HOPE AND CARE      0      9
LAB SERVICES      ATTN: JOHN DOE      1500 W. DUARTE STREET      3
DUARTE      CA      91220-3000      4      818-333-3333
0000004567 00 A CA ORS/STATE ARCHITECT      CA/ARCHITECT/REGULATION SVCS.      0      1
1300 I STREET, 7TH FLOOR
SACRAMENTO      CA      95814      3
0000004568 00 A SOFTWARE SPECTRUM      SOFTWARE SPECTRUM      0      3
P.O. BOX 910866
DALLAS      TX      75391-0866      C      12-3456789      N      0      0
800-222-2222      0
0000030860 00 A CIVIL WAR MEMORIES      0      2
2110 GRANT AVENUE
HARPERS FERRY      CA      90090-      C      98-7654321      Y      0      0
JOHN DOE      230-555-5555      0
0000044593 00 A JOHN DOE PRINTING      DOE, JOHN      0      2
2110 2ND STREET
MANHATTAN BEACH      CA      90266-      P      Y      0      0
JOHN DOE      615-555-5555      U32-FEIN REQUIRED
0000054596 00 A TIME CLOCKS OF AMERICA      TIME CLOCKS OF AMERICA      1      0      1
JOHN DOE      SMIT
1103 BROWN STONE ROAD
RANCHO CORDOVA      CA      95670-      I      999-99-9999      Y      0      0

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